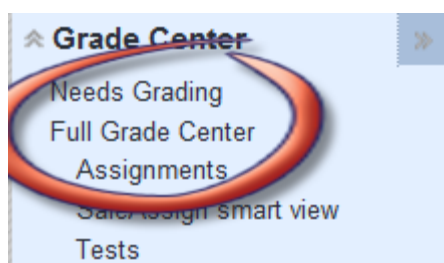


Grading an Assignment

When an instructor creates an assignment, a column for that assignment is automatically created in the grade center. The grade center is where the instructor goes to retrieve the submitted student assignments, and to enter grades. To grade an assignment, please follow the steps below.

Step 1: From the course Control Panel, click the link for Grade Center. You can click on Full Grade Center or Assignments (will only show you assignments) or Needs Grading.

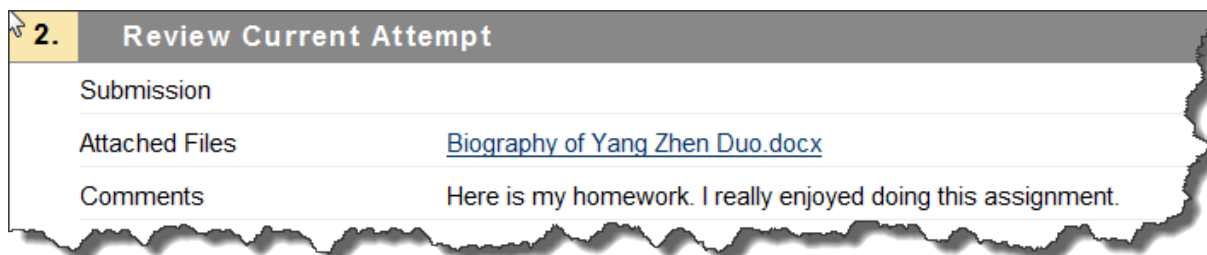


Step 2: Use the horizontal scroll to get to the column for the assignment

Step 3: Click on the **Chevron** for the Assignment column or for an individual's Assignment – choose Grade Attempts.



Step 4: Under Review Current Attempt you can open the uploaded document. Any comments added by the student are visible here. You can also make comments on the document and save a copy to your computer to return to the student.



Step 5: Under **Grade Current Attempt**, you can

- A. enter graded point value
- B. give feedback to the student
- C. Upload a graded document with comments or any other document that you want to send to the student.

The screenshot shows the 'Grade Current Attempt' interface. At the top, a tab labeled '3.' is selected. Below it, the 'Grade' section has a red box 'A' around the letter 'A' in the grade dropdown, and the text '20 out of 20'. The 'Feedback to User' section has a red box 'B' around the text 'Good Job!'. The 'Attach File' section has a red box 'C' around the 'Browse My Computer' button. The interface includes a rich text editor with various formatting options and a path field showing 'body'.

Step 6: Use **Instructor Notes** for comments that only instructors can see from the Grade Center.

Step 7: Submit. You will be taken to the next student's assignment for grading.